HANDS-ON COMPUTER LAB DESCRIPTIONS

1A. Learn the Power . . . of PowerPoint 2002 (Bruce and Tonya Skinner). Participants will create a basic PowerPoint file with text, clipart, drawings, and some animation and sounds. Also, learn how to create your own template; convert a Word file to PowerPoint quickly; combine or separate presentations; import pictures into the Clipart Gallery so that they will be handy to use, create hyperlinks to link one slide to another slide, another file, or a live web page, and more. Participants will learn about the new features of PowerPoint XP--how to use the new layout menu, multiple designs, clip art organizer, new custom animation and animation schemes. Project ideas will also be shared.

1B. Word 2002 – Take It a Step Further (Nancy Graviett). Explore intermediate and advanced features of Word 2002. Use new features and functions to transition from an earlier version while working with tables, templates, mail merge, integration options, and other document enhancements.

2A. FrontPage for Beginners (Linda Wellborn; Aimee Marcelo). Creating your personal Web page is fun and easy. Join us for this hands-on introduction to FrontPage as we apply the basics.

2B. Macromedia Flash MX: The Basics (Bruce and Tonya Skinner). This course introduces you to the basics of creating objects and animating in Macromedia Flash MX. You will explore the basics of Flash, including tools and features, create different types of animations, and publish material for the Web.

3A. Access 2002, Intermediate Level (Carolyn Rainey). Integrating word processing and spreadsheet information with databases: creating tables with imported data, creating table relationships, and designing and modifying queries.

3B. Are You Certifiable? MOS Exams: Tips for Passing and Pitfalls to Avoid (Greg Getter). **):** Learn the requirements for passing MOS exams and ways to minimize the time it takes to get ready for MOS exams. Gain hands-on experience with software that emulates the real exam. Participants will also learn the requirements for becoming a Master Instructor and setting up their school as a testing center.

4A. MS Office XP: Mix, Mingle, Integrate! (repeated) (Sharon Fisher-Larsen). Integrating Word, Excel, PowerPoint, and Access files will be the focus for this hands-on workshop. Participants will have an opportunity to work with an integration project that they can take back to the classroom.

4B. Macromedia Flash (Becky Shockley; Teresa Lindsay). Learn how to use Flash to create animations for Web pages and multimedia projects.

5A. How Does a Web Page Work? – Using HTML and Web Editor Basics (Debbie Lathum). Now that you have been "surfing the net," you have visited several Web Site home pages and have an idea how a home page displays. You're using a browser, a browser looks at the HTML tags on a site and translates those tags into what you're looking at. We will explore what HTML basics are and compare it to a Web Editor using Word 2002. Hands on lab will include: Using notepad and typing some basic HTML tags – we will then use a Web editor (Word 2002) and type the same information and compare the two forms of creating a Web page. Please bring some blank floppies for the lab.

5B. Designing with PageMaker (Donna DeFrain) Basics of PageMaker will be explored. A brochure layout plus some exercises will be shared.

5C. Designing Web Pages with Dreamweaver (Jane O'Donnell). Create a Web page in Dreamweaver using text, graphics, tables and navigational links. Concepts on good Web design, layout, and accessibility will be emphasized. Requires basic knowledge of HTML.

5D. Getting Started in Photoshop (Janet Barnes). Learn the basics of the Photoshop program: tools, windows, etc. You will have a chance to learn and practice how to manipulate graphics and photos. This workshop is for beginners.

6A. MS Office XP: Mix, Mingle, Integrate! (repeat of 4A.)

6B. Palm Pilot Desktop Computer Simulation Software (Toni Perdew and Melissa Schram) Interested in incorporating PDA's into your classroom but you don't have money to buy them? This session will help you obtain and use free software from Palm Inc. to teach your students how to use Palm Pilots using your lab computers.

6C. MOS Excel – Expert, Skills and Practical Applications (Caryn Setterquist). Workshop will cover material on the MOS Exert exam for Excel. Attendees should be comfortable with basic Excel functions, formulas, and spreadsheet design.

(See MBEA Registration Form for times and location of these sessions.)